

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

City Manager's Office



SUBJECT

Paper Reduction Policy	Policy Number 1200-1-2	# Pages 02
	Effective Date 07-15-1999	Revision Date 01-01-2001

1.0 PURPOSE:

- 1.1 The purpose of this policy is to reduce the amount of waste, including paper, created by City employees in the course of performing City business.

2.0 APPLICABLE TO:

- 2.1 All City of Santa Fe employees.

3.0 REFERENCES:

- 3.1 City of Santa Fe Resolution 1998-72

4.0 DEFINITIONS:

None

5.0 POLICY:

All employees shall follow the waste-reduction procedures stated in this policy.

6.0 PROCEDURES:

- 6.1 Use the existing City Recycling Program.
- 6.2 All documents should be double-sided copies. This includes all internally reproduced memos, letters, reports and plans as well as requests for proposals, requests for quotes and reports submitted by consultants.
- 6.3 Print draft documents on non-confidential scrap paper.
- 6.4 Use E-mail when possible.
- 6.5 A Waste Reduction Task Force will be created to make policy recommendations to the Governing Body on volume reduction steps that the City can take within its

own operations. To accomplish this task one employee from each department will be appointed to the Task Force. In addition to identifying volume reduction measures, Task force members will help departments comply with the Paper Reduction Policy

7.0 APPENDIXES:

None

8.0 REVIEW AND APPROVALS:

8.1 PREPARED BY: Orlando Vasquez 12-12-00
Orlando Vasquez, Administrative Assistant DATE

8.2 REVIEWED BY: Arturo A. Rodriguez 3/9/01
Arturo A. Rodriguez, Personnel Director DATE

8.2 APPROVED BY: Jim Romero 3/14/01
Jim Romero, Acting City Manager DATE